Edit or Delete an On-Call Schedule Entry - Admin panel

Purpose: Explain how to adjust an existing schedule.

Edit steps

1. In **Calendar** view, double-click the entry.
   In **Table** view, select the **edit** icon for the row.
2. Update date, time, assignee, call types, or alert preference.
3. Select **Save**.

Delete steps

1. In Table view, select the **delete** icon for the row.
2. Confirm the deletion.

Tips and good practices

- After edits, scan Calendar view to confirm there are no gaps.
- Avoid accidental overlaps across different call types unless you plan a shared rotation.

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